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## **CHAPTER 12**

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# **SERVICE BILLING LOOKUP SCREEN**

## SERVICE BILLING LOOKUP SCREEN

**JEFFERSON Co. Service Tracking, Accounting, & Claiming System - QLookUp**

File Edit View Form Record Properties Tools Window Help

**Main Menu** [Navigation Buttons] **QLookUp**

PO # **993727395** PO Status **A** Auth From **9/10/1999** to **9/30/1999**

Type  Provider **BEHAVIORAL GUIDANCE, INC.** Contract #

Case # **522** Recipient **HARTE, ROSE** Worker **BULLOCK**

Billing Medicaid # **000-421-13-1267-4** Billing Name **HARTE, ROSE**

EPSDT Provider **13131393** Medicaid Status **Y** EA Status **N** EA End Date


Delivery SIC	Site	LGFS Account	Service	FOC	Units Auth	Unit Cost	Total Cost
5	99	JE2/SW24000W	Individual Basic Living Skills		702	\$17.00	\$11,934.00

Trans#	Svc#	Delivery Date	Site	Prov	Units	Cost/Unit	Cost Billed	Check#	Check Date	Status	Comments
50340	1	1/1/1999	99	1	1	\$17.00	\$17.00			RB	
50341	1	9/14/1999	99	1	1	\$17.00	\$17.00			RB	
50342	1	9/15/1999	99	1	1	\$17.00	\$17.00			RB	
50343	1	9/16/1999	99	1	1	\$17.00	\$17.00			RB	
50344	1	9/17/1999	99	1	1	\$17.00	\$17.00			RB	
50345	1	9/18/1999	99	1	1	\$17.00	\$17.00			RB	
50346	1	9/21/1999	99	1	1	\$17.00	\$17.00			RB	

The Service Billing Lookup screen is used to view services authorized, how many units and how much money has been billed or disbursed and how much remains encumbered. This screen is “**Read Only**”. Transactions cannot be entered on this screen.

To view information, click on Button **5** on the STAC Main Menu. The Service Billing Lookup screen will be displayed.

The cursor will be in the Purchase Order # field. Use the **arrow buttons** in the top middle of the screen to scroll to the correct Purchase Order #, or click on the **Magnifying Glass**  to display the **Locate Value** box. Type in the Purchase Order # needed in the **Value** box. The Field's box should display Purchase Order #. If not, click on the Field's drop down arrow, and locate and click on **Purchase Order #** field. Click **OK**. The screen will display the chosen Purchase Order. The **QuickLookup** function, F12, can also be used (see page 13).

To exit screen, click on the **Main Menu**  button.

This screen has a **QuickLookUp** Box of it's own at the top right of the screen. Use the mouse to left click. This will give you the option of locating either a single PO (type P and then the PO#) or pulling the case number (type C and then the case number) and then press enter. If you select P, you will pull the single Purchase Order. If you select C, it will pull all purchase orders associated with that case. When you have found all the PO's associated with the case and it can not find

another the following message will appear at the bottom left of the screen: Can not locate Case Number.

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## **CHAPTER 13**

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### **IN-HOUSE DATA SCREEN**

## IN-HOUSE DATA SCREEN

[illegible]

The In-House Data screen is used to claim Medicaid reimbursement for services provided by DHR staff members, including Family Options workers and merit system therapeutic foster care workers for programs operated by county DHRs. It is also used to enter Rehab claiming for per diem contracts and/or vendor agreements to residential and therapeutic foster care providers for services paid for by flex funds. To access the screen, click on button **6**. When the screen appears, click on the **Add** button. The cursor is now in the **Billing Number** field. Right click to display the help box “Select Billing Individual”. Highlight the correct billing individual. Then click **O.K.** Press **Tab** to leave the Billing Number field, and the case data for billing automatically is shown on the screen.


The cursor automatically tabs to **Provider Type** at the right top of the screen. Use the drop down arrow to select provider type. Click on the preferred provider type. Press **Tab** to reach the Provider ID Number. Right click on the Provider ID Number field to get the “Select Provider” box. Highlight the desired provider, and click O.K.

**NOTE: Services provided by more than one provider cannot be entered on the same record. For example, if services were provided to the same client by an E and a V type employer, enter the E provider services, close the record, and print. Then click on Add to enter the V type services.**

The cursor automatically tabs to Date of Service. Enter the date (MMDDYY) on which the service was provided. **Tab** to SIC. Right click to select the desired SIC. Click O.K. Press **Tab**.

and the Z Code will appear. Enter number of units provided, and press **Tab**. Enter the Unit Cost, and press **Tab**. The total cost is automatically computed.

**NOTE: Do not enter partial units.**

Press **Tab** to post record. Information will appear in the table section of the screen. The cursor goes back to Date of Service. Following this procedure, continue adding services as needed. Click on **Done** to finish. If you need to print the screen, click on **File** in the tool bar at the top of the screen. Click on **Print**. Indicate the number of copies to be made, and click on O.K. Click on the  button to return to STAC Main Menu.


**NOTE: Family Options claims should be entered by the county which initiated the referral. That county's MPN should be used. The name and SSN of the Family Options worker should be entered in the county provider data as a V type provider. In the Comments field, type "Family Options."**

**NOTE: All In-House data will appear when the Month End report is run. Once data appears on a Month End report, it is flagged and will not be pulled on a future Month End report. If an error is discovered on data which has already been submitted on a Month End report, that data can be edited. However, any data edits which take place after the data has been flagged must be reported to the STAC Help Desk (334/242-9519 REG, or 220-9519 ATTNET) so that manual changes can be made on claims submitted to Medicaid.**

## Procedures for Editing Data on In-House Screen

### ***DELETING A SERVICE***

Access screen. Click on **Record** at the top of the screen to locate record. Click on **Locate**. Continue to hold down the mouse, and click on **Value**. Enter value for selected field. Click on **OK**. If there is more than one record with the same value, click on **Record**. Click on **Locate**

**Next** . This will take you through the records with the same value. Click on Date of Service. Press the **F9** key to put in edit mode. Press **Page Up** or **Page Down** to place record in window. Click on **Delete In-House** button. Click on **Done** button.

You can also use the cursor to click on the Service Date in the table section of the screen. When this has been selected then click on **Delete In-House** button. Click on **Done** button.

**NOTE:** Do not delete a service that has been sent to the State Office on a Month End Report unless the STAC Help Desk is notified. (334/242-9519 REG, or 220-9519 ATTNET)


### ***ENTERING AN ADDITIONAL SERVICE***

Access screen. Click on **Record** at the top of the screen to locate record. Click on **Locate**. Click on **Value**. Enter value for selected field. Click on **OK**. If there is more than one record with the

same value, click on **Record**. Click on **Locate Next** . This will take you through the records with the same value. Click on Date of Service. Press the **F9** key to put in edit mode. Press **Insert** on the keyboard. Complete fields for data entry. Click on **Done**.

### ***TO CHANGE DATA IN A RECORD***

Access screen. Click on **Record** at the top of the screen to locate record. Click on **Locate**. Click on **Value**. Enter value for selected field. Click on **OK**. If there is more than one record with the

same value, click on **Record**. Click on **Locate Next** . Click in the field that needs to be changed. Press **F9** key to put in Edit mode. Correct the data. Click on **Done**.

You can also Click on the selected field in the table section of the screen, then use the delete key on the keyboard to delete the field. Correct the data. Click on **Done**.

**NOTE:** Do not change a service that has been submitted to the State Office on a Month End Report unless the STAC Help Desk is notified. (334-242-9519 or ATTNET 220-9519)

**NOTE:** You can use the QuickLookup Function F12. (See page 13)

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## CHAPTER 14

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### QUERY

The function for this button has been moved to the Report Section.